

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES**

Monday, March 16, 2020

MINUTES

1. Call to order

Village President John Williams called the Village Board of Trustees to order at 6:31 pm.

2. Determination of quorum and that the agenda was properly posted.

It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: John Williams, Troy Allen, Jeff Lennberg, Melissa Ratcliff, Sarah Valencia. Heidi Murphy and Jon Russell were absent and excused. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Chief Dan Layber, Village Engineer Kevin Lord and Village Attorney Larry Konopacki.

3. Pledge of Allegiance.

4. PUBLIC APPEARANCES – *Public's opportunity to speak about any subject that is not a specific agenda item.*

Kris Hampton was present to address concerns of the Emergency Government Committee not meeting in over six months as they had items that the committee was working on and with spring coming, they need to prepare for what that may bring.

5. Discuss and Consider the Minutes of The Regular Village Board Meeting on March 2, 2020.

Motion by Allen to approve the minutes from March 2, 2020, seconded by Ratcliff. **Motion** carried with a voice vote of 5-0-0.

6. Unfinished Business

a. Update on Housing Task Force

Giese reported that Williams, Ruth and Giese met last week and will continue the work on the Housing Task Force when the pandemic is over.

7. New Business

a. Discuss and consider proposal from Monona Grove School Board regarding new elementary school development.

Attorney Konopacki explained the memo and the proposals that Village Staff have put together and where the differences are between the Village Board and the School Board. The general consensus of the Village Board of Trustees is the safety for students and delaying the construction of Buss Road.

b. Discuss and consider Liquor License application for licensing year July 2019-June 2020 for School Grounds Coffee House.

Motion by Valencia to approve the liquor license for School Grounds Coffee House for licensing year July 2019-June 2020, seconded by Allen. **Motion** carried with a voice vote of 5-0-0.

c. Discuss and consider Operator License application for licensing year July 2019-June 2020 for Leland Dammen and Kelly Kennedy.

Motion by Ratcliff to approve operator licenses for Leland Dammen and Kelly Kennedy for licensing year July 2019-June 2020, seconded by Lennberg. **Motion** carried with a voice vote of 5-0-0.

d. Update regarding Village preparedness in response to COVID-19.

Giese reported that Village Staff and President Williams meet last Friday, and a lot of information has already changed. Emergency Government Director Matt Wagner gave an update on COVID-19 and indicated that the Village is prepared, however this is a serious situation and it will get worse before it gets better.

e. Discuss and consider Resolution 2020-01, a resolution authorizing Village President and Village Administrator to have joint executive authority to implement necessary measures in response to COVID-19.

Giese reported that as fast as the situation is changing that the Village Board may not be meeting for a while in this manner, so this would allow for Giese and President Williams to have temporary authority. Attorney Konopacki indicated that this does not change the law for open meetings, we still need to make sure the public has access and can be heard. Attorney Konopacki also suggested removing the last paragraph of the resolution.

Motion by Ratcliff to approve Resolution 2020-01 authoring Village President and Village Administrator to have

joint executive authority to implement necessary measures in response to COVID-19 with the removal of the last paragraph, seconded by Valencia. **Motion** carried with a voice vote of 5-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Public Works & Properties Committee

Williams reported that they discussed the lighting upgrades at Village Hall, the emergency snow removal policy, bid for W. Parkview St, annual stormwater report and the next meeting is April 7th.

a. Discuss and consider award for W. Parkview Street project.

Motion by Lennberg to award the bid to Tri-County Paving Inc. in the amount of \$116,858.50 for W. Parkview Street, seconded by Ratcliff. **Motion** carried with a voice vote of 5-0-0.

b. Review of annual MS4 report.

Larson reported that the report had not changed much from last year and can send out to the board.

c. Discuss and consider Ordinance 03-2020 RE: language modification to Ordinance 305-7 Emergency Snow Removal Regulation.

Motion by Ratcliff to approve Ordinance 03-2020 seconded by Lennberg. **Motion** carried with a voice vote of 5-0-0.

8.II. Library Planning Committee

Ratcliff reported that they met at the Madison Central Library and toured the facility and discussed how people engage in libraries.

8.III. Community Development Authority

Lennberg reported that they had a presentation from Greywolf Partners on the master plan for TID#10 and they also discussed the marketing project they have been discussing and will continue to work on the project.

8.IV. Ad-Hoc Sustainability Committee

Williams reported that Nick Hess is the chairperson and Heidi Murphy is the secretary of the committee; they discussed the good things that are happening in the area and they will work on draft goals for the committee for the next meeting on April 14th.

8.V. Ad Hoc Architectural Review Committee

Ratcliff reported that they looked at the parking lot plans for Johnson Health Tech to add about 40 parking spaces.

8.VI. Plan Commission

Williams reported they approved the site plan for Miracle League field at Bakken Park, they approved the amended site plan for Johnson Health Tech, they approved the Kennedy Hill subdivision, they discussed a potential development by Tim Olsen and they discussed zoning ordinance amendments and will continue to work on the amendments.

a. Discuss and consider a request from Miracle League of Dane County for approval of a Site Plan for an ADA Accessible Baseball Field in Bakken Park.

Motion by Lennberg to approve the site plan for Miracle League of Dane County with conditions in the staff reports, second by Allen. **Motion** carried with a voice vote of 5-0-0.

b. Discuss and consider a request from Johnson Health Tech for approval of a Site Plan Amendment to provide additional parking spaces to existing parking lots located at 1600 Landmark Drive in the Commerce Park.

Motion by Ratcliff to approve the site plan amendment for Johnson Health Tech for additional parking spaces with conditions in the staff reports, second by Valencia. **Motion** carried with a voice vote of 5-0-0.

c. Discuss and Consider Final Plat for Kennedy Hills Subdivision located in the Town of Cottage Grove within the Village of Cottage Grove's Extraterritorial Jurisdiction.

Motion by Ratcliff to approve the final plat for Kennedy Hill subdivision with conditions in the staff reports, second by Lennberg. **Motion** carried with a voice vote of 5-0-0.

9. Reports from Village Officers

a. Stafford Rosenbaum

i. Legal briefings/status updates

a. Vaping Ban Opinion Letter

Attorney Konopacki indicated that the Village has the authority to ban vaping.

b. Police Chief Dan Layber

i. Annual Report

ii. 2020 Department Objectives

iii. 2019 Objectives-Report on Achievements

iv. 2019 Use of Force Report

Chief Layber explained the reports.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Allen to approve the Village portion of the vouchers in the amount of \$236,463.28, seconded by Lennberg. The check sequence goes from check #46858 to check #46923.

Motion carried with a voice vote of 5-0-0.

b. Correspondence-Trustee Murphy emailed some of her concerns and comments.

c. Upcoming community events-

d. Future agenda items- Meeting via phone or electronically

11. Closed Session: Consideration of Request for Change to Required Public Improvements for Monona Grove School District Elementary School.

The Village of Cottage Grove Board may choose to enter into Closed Session related to this request pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. If the Board convenes in Closed Session for this reason, it may reconvene Into Open Session and may further consider Closed Session items.

Motion by Williams to enter into closed session at 8:28 pm pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. If the Board convenes in Closed Session for this reason, it may reconvene Into Open Session and may further consider Closed Session items, seconded by Ratcliff. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Williams AYE, Ratcliff AYE, Valencia AYE. **Motion** by Ratcliff to return to open session at 9:01pm, seconded by Lennberg. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Williams AYE, Ratcliff AYE, Valencia AYE. No action was taken in this closed session.

12. Closed Session: This Closed Session Is for Negotiations for Development Incentive and Land Sale Negotiations in TID #5. The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion by Williams to enter into closed session at 9:01 pm pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, seconded by Lennberg. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Williams AYE, Ratcliff AYE, Valencia AYE.

13. Reconvene into Open Session and Possible Consideration of Closed Session Items

Motion by Ratcliff to return to open session at 9:12 pm, seconded by Lennberg. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Williams AYE, Ratcliff AYE, Valencia AYE. No action was taken in closed session.

14. Adjournment

Motion by Allen to adjourn at 9:14 p.m., seconded by Lennberg. **Motion** carried with a voice vote of 5-0-0.

**Lisa Kalata, Clerk
Village of Cottage Grove
Approved:**

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.